

Missouri State Fleet Information System

User's Guide (Revised July 2006)

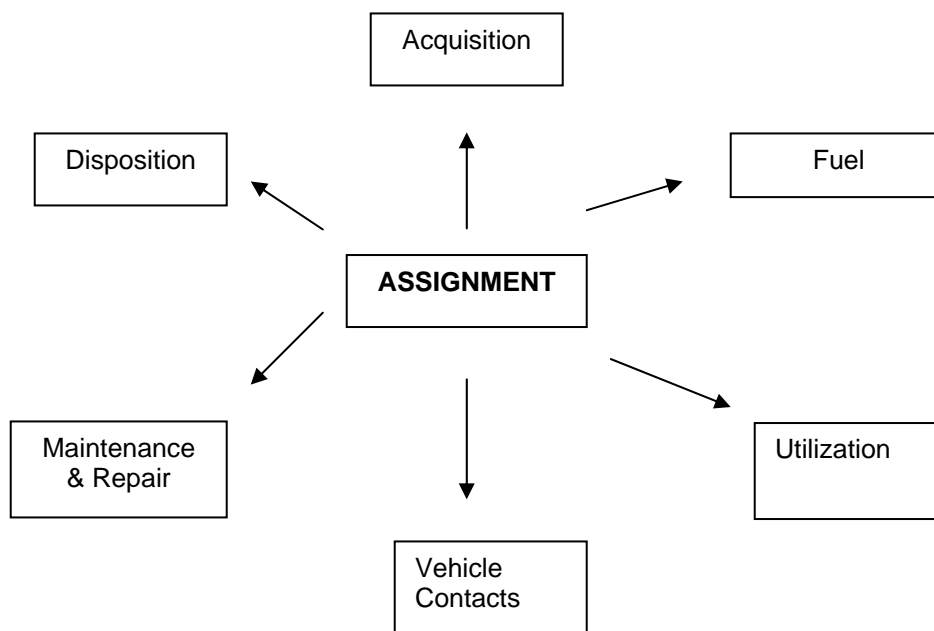
Assignment Data Screen

Purpose: To assign a vehicle to a SAM II agency/organization number. Vehicle operational data such as maintenance, utilization and fuel information is maintained by assignment.

The assignment record is a critical component of the system. The assignment record tracks which SAM II agency/organization the vehicle is assigned to and what the vehicle is used for. The “key” for the assignment record is based on the agency/organization combination; therefore, each time the assignment agency/organization codes change, a new assignment record must be created.

Vehicle utilization (miles or hours) and all cost components are maintained by assignment. A vehicle must be actively assigned to an agency/organization prior to entering operational data such as fuel consumption, maintenance, repair and utilization.

The below diagram illustrates all of the various system data components that are tracked by the assignment record.



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Assignment Data Screen (continued)

- **VIN** – the VIN must match an existing record entered on the Vehicle Data Screen.
- **Agency** – enter your SAM II agency code (this field should default based on your userid)
- **Organization and Reporting Organization**
 - Organization codes must be valid SAM II organization codes for your agency.*
 - ☐ Organization (required) –lower level organization code reflecting the division or work unit that the vehicle is assigned to.
 - ☐ Reporting Organization (optional) –organization code used for high level reporting purposes.

Example: If the Office of Administration, Division of General Services wanted to track the number of vehicles assigned to the division as a whole, the division's organization code of 2300 would be used in the reporting organization field and a level three organization code would be used in the organization field to track vehicles by work unit.

- **License Number** –seven digit alphanumeric field. Please enter your complete license number, *excluding dashes*. Example: 100084M or 55CC
- **Inventory Number** – enter your agencies SAM II fixed asset number or your internal property/inventory/tag number. Whatever value is entered for this field is what should be used to search by inventory number in the search fields at the top of all system screens.
- **Title Number** – enter the title number for the vehicle (previously on the Vehicle Data screen)
- **Assignment Date** – date the vehicle was assigned
- **Zip Code/City/County**
 - If the zip code is entered, a default city and county will fill automatically. The default city and county fields can be changed if necessary.
 - If the zip code is unknown, go to city/county/zip reference table from the main menu and find the appropriate value(s). The city list button can also be used to select the appropriate city.

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Assignment Data Screen (continued)

➤ **Vehicle Status**

It is important to keep the vehicle status field current to accurately reflect the current standing of the vehicle. See table values section for complete listing of vehicle status codes.

- Initial Entry – this is the default value for each new assignment record. The user can essentially save their data “as is” until they are ready to change the vehicle status to another value.
- Active – The vehicle status must be equal to active to add operational data. All required fields must be completed prior to changing the vehicle status to active.

➤ **Vehicle Contact** – optional. See Vehicle Contact Section of users guide for more information.

➤ **Primary Assignment** – Select the appropriate value. See table values section for definitions.

➤ **Assignment Name**—Enter a description of where the vehicle is assigned, ie: mailroom, central pool, maintenance shop, etc...

➤ **Primary Purpose** – Select the appropriate value. See table values section for definitions.

➤ **Secondary Purpose**— Required if Primary Purpose equal to ‘special purpose vehicle’ or ‘task specific vehicle’. See table values section for definitions.

➤ **SAM II Customer Number:** Optional – used billing purposes for OA Vehicle Maintenance, if entered, include the address indicator

➤ **Fuel Card Number:** Optional. Enter the fuel card number assigned to the vehicle without spaces or dashes

➤ **Primary Maintenance Contact** – for OA Vehicle Maintenance, receives preventative maintenance email reminders

➤ **Secondary Maintenance Contact** – for OA Vehicle Maintenance

➤ **Safety & Emissions Inspection Fields** – these are optional fields for agency use. Agencies are responsible for updating the last and next inspection dates. This data will populate automatically for those vehicles serviced at OA Vehicle Maintenance. The Inspections Due by Agency/Org inquiry screen lists inspections due within the next three months.

➤ **In Service Date** – date the vehicle was placed into service for use

➤ **Out of Service Date** – required when vehicle status is anything except initial entry or active.

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Assignment Data Screen (continued)

- **Commute Indicator** -- This field must be checked if an employee is permanently assigned to the state vehicle and is subject to IRS fringe benefit reporting as instructed by the Office of Administration, Division of Accounting.
- **PM (Preventative Maintenance) Usage**
 - N (Normal) defaults – every 6 months or 5,000 miles whichever comes first
 - H (Heavy) – *every 3 months or 3,000 miles whichever comes first*
 - None (for trailers or miscellaneous licensed equipment)
- **Confidential Plate Indicator** -- This field may be checked for all official vehicles authorized by the Missouri Department of Revenue as confidential vehicles. Checking this indicator allows the user to not enter otherwise required fields such as model, location, and assignment name. Please note the fields with a double asterisk. They are not required when the confidential plate indicator is set to yes.

Screen Options

- The user may go to the “List Assignments” button to view all assignments for that vehicle.
- “Assignment Notes” can be used for any purpose.
- “Assignment Totals” will display various statistical data for the vehicle assignment including assignment totals by fiscal year.